

EXECUTIVE SECRETARIAT

ROUTING SLIP

TO:

	ACTION	INFO	DATE	INITIAL
1	DCI			
2	DDCI			
3	EXDIR			
4	D/ICS			
5	DDI			
6	DDA	✓		
7	DDO			
8	DDS&T			
9	Chm/NIC			
10	GC			
11	IG			
12	Compt			
13	D/EEO			
14	D/Pers			
15	D/OIL			
16	C/PAO			
17	SA/IA			
18	AO/DCI			
19	C/IPD/OIS			
20				
21				
22				
SUSPENSE				

Remarks _____ Date _____

Exec _____
12/6/53
Date

3637 (10-81)

Date

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1. EO/DDA

2.

3.

4. D/OL For Action

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

100-12

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions.

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA
FPMR (41 CFR) 101-11.206

GPO : 1961 O - 361-528 (149)



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

Executive Registry

83-5851

DD/A Registry

83-14904

M-84-4

December 1, 1983

MEMORANDUM TO THE HEADS OF EXECUTIVE DEPARTMENTS AND
ESTABLISHMENTS

FROM: JOSEPH R. WRIGHT, JR., DEPUTY DIRECTOR *J. R. Wright*

SUBJECT: Executive Order 12352 on Federal Procurement Reforms

Executive Order 12352 on Federal Procurement Reforms, March 17, 1982 tasked each executive agency and department to initiate specific reforms to insure effective and efficient spending of public funds. It also requires the Office of Management and Budget through its Office of Federal Procurement Policy to work with the agencies to provide broad policy guidance and overall leadership.

As a result, a Government-wide group, the Executive Committee on Procurement Reform, was formed. The Executive Committee tasked its individual members to formulate guidelines on specific procurement issues through which increased cost effectiveness could be realized. The latest of these reform initiatives to be approved by the Executive Committee are:

- o Guidelines for establishing clear lines of contracting authority and responsibility — To recognize contracting authority as a distinct and separate function, authority should flow through a clearly defined path or paths in each agency, separate from the program mission of the agency. These guidelines provide a framework for an appropriate organizational structure.
- o Multiyear procurement guide — When used appropriately, multiyear procurement (MYP) can lower the costs of goods and services and decrease Government and administrative costs of placing and administering contracts. Only three Federal agencies use this technique: the Departments of Defense, Energy, and Transportation. This guide will assist agency heads in establishing a MYP program to realize savings on their own requirements.
- o Customer assistance guide — This guide provides criteria for establishing a customer assistance program to reduce administrative costs and burdens by better communication and increased understanding between procurement offices and organizations for which they buy.
- o Price analyst staffing guide — This guide recommends, where warranted, the establishment of an agency headquarters pricing function and the use of price analysts at field buying offices to provide a unique expertise in essential pricing tasks that cannot be attained by procurement professionals who must cover many functions. The guide also includes a model pricing manual to assist agency personnel in pricing less complex procurements.

DCI
EXEC
REG

- o Contract administration guidelines — This pamphlet provides a framework for establishing or improving a contract administration program and identifies 22 functions which an effective program should perform.
- o Review procedures for post-award actions — This guide recommends improvements to the review procedures for post-award contractual actions to provide an overall cost savings in terms of better products at reasonable prices.
- o Information exchange — This recommendation is to establish a source for identification of procurement management studies and related information for the entire Federal contracting community. Such a service exists within the Department of Defense (DOD), the Defense Logistics Studies Information Exchange (DLSIE). The Office of Federal Procurement Policy plans to accept DOD's offer to expand DLSIE's data base to include professional information from the entire Federal contracting community. DOD will provide implementation procedures through the procurement Executives in the civilian agencies.

These initiatives are attached and should be reviewed carefully and applied, where appropriate, within your respective agencies and departments. Many of the changes proposed by the initiatives can be implemented (either wholly or partially) by administrative action. Those changes that require regulatory amendments before they can be implemented will be referred to the three major regulatory agencies (DOD, GSA, and NASA).

Procurement reform is an essential element of the Administration's Reform 88 effort. Your assistance is requested in assuring full and timely implementation of Executive Order 12352.

7 Attachments